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AIR FORCE SPACE COMMAND**



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Supplement 1**

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Logistics

**WAR RESERVE MATERIEL (WRM) PROGRAM
GUIDANCE AND PROCEDURES**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) **25-201, War Reserve Materiel (WRM) Program Guidance and Procedures, 1 October 1997**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC) and its subordinate units. This supplement also applies to AFSPC Air National Guard and Air Force Reserve Command units. Gaining command publications (new, revised or formal changes) do not apply to ANG unless published in ANG IND 2. Units may supplement this supplement. Any suggested changes to this supplement must be submitted to HQ AFSPC/LGX, 150 Vandenberg Street Suite 1105, Peterson Air Force Base, Colorado 80914-4380. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

This revision provides additional guidance and aligns the supplement with AFI25-101. A bar (|) indicates revisions from the previous edition.

| 1.7.2. HQ AFSPC, Logistics Plans Division (LGX) will act as the WRM Program Manager (WRMPM) for the AFSPC WRM program. HQ AFSPC, Logistics Plans and Readiness Branch (LGXP) will act as overall OPR for the AFSPC WRM program. For ANG units: HQ ANG/LGX has a WRM Program Manager who is OPR for gained ANG units.

1.7.3.1. AFSPC functional OPR responsibilities are as follows:

1.7.3.1.1. (Added) HQ AFSPC Supply Division (LGS) Responsibilities:

1.7.3.1.1.1. Serve as the AFSPC WRM functional OPR for War Consumable Distribution Objective (WCDO) assets, War Plans Additive Requirements Report (WPARR) assets (excluding vehicles), petroleum, oils, and lubricants (POL) products, liquid oxygen (LOX), liquid nitrogen, and de-icing fluid.

1.7.3.1.1.2. Distribute the fuels Inventory Management Plan (IMP). The IMP will be coordinated with LGX to ensure IMP and WCDO requirements are consistent.

- 1.7.3.1.1.3. Provide authorization sequence number(s) (ASN) to WCDO storing activities, as required.
- 1.7.3.1.1.4. Allocate stock fund orders. Provide purchase authority for base-level supply for new or increased WRM requirements.
- 1.7.3.1.1.5. Review Allowance Standard (AS) for authorizations.
- 1.7.3.1.1.6. Assist HQ AFSPC/LGX in performing WRM staff assistance visits (SAVs), as requested.
- 1.7.3.1.2. (Added) HQ AFSPC Transportation Division (LGT) Responsibilities:
 - 1.7.3.1.2.1. Serve as AFSPC WRM functional OPR for WRM vehicles, 463L equipment, pallets, nets, tie-down devices, and similar equipment.
 - 1.7.3.1.2.2. Serve as maintenance manager for all WRM vehicles. Coordinate on manpower matters affecting the maintenance of WRM vehicles.
 - 1.7.3.1.2.3. Ensure WRM vehicle requirements are identified to HQ USAF for the vehicle buy program.
 - 1.7.3.1.2.4. Program for the wartime movement of WRM commodities to the point of intended use, as required. Review plans to ensure arrangements have been considered for the movement of WRM from storage locations to the user at the planned operating base.
 - 1.7.3.1.2.5. Arrange for airlift of WRM when required to support approved operations (excluding OPlan execution).
 - 1.7.3.1.2.6. Develop the AFSPC Second Destination Transportation (SDT) requirements based on functional OPR inputs and provide this information to HQ AFMC/FMOB.
 - 1.7.3.1.2.7. Review and validate WRM vehicle requirements identified in the WPARR, Part 1, in conjunction with HQ AFSPC/LGX. Ensure the validated WPARR, Part 1, WRM vehicle requirements, are identified correctly on the Vehicle Authorization List (VAL) with the proper use codes.
 - 1.7.3.1.2.8. Assist HQ AFSPC/LGX in performing WRM SAVs, as requested.
- 1.7.3.1.3. (Added) HQ AFSPC Services Combat Support and Plans Division (SVX) Responsibilities:
 - 1.7.3.1.3.1. Determine AFSPC's WRM subsistence requirements. In conjunction with HQ AFSPC/LGX, Headquarters Air Force Services Agency Readiness Branch (HQ AFSVA/SVOMBR), and Defense Commissary Agency (DECA), ensure the subsistence requirements are properly budgeted and requisitioned.
 - 1.7.3.1.3.2. In conjunction with HQ AFSPC/LGX, obtain self-sustaining status for appropriate units and forward to HQ AFSVA and DECA.
 - 1.7.3.1.3.3. Ensure AFSPC units develop and implement a WRM MRE rotation plan.
 - 1.7.3.1.3.4. Coordinate with HQ AFSPC/LGX on all requests for withdrawal and peacetime use of WRM MRE rations that require MAJCOM approval.
- 1.7.3.1.4. (Added) Numbered Air Force (NAF) Responsibilities:
 - 1.7.3.1.4.1. Identify a WRM OPR within the Logistics Plans and Programs Office. The NAF will send an appointment letter to HQ AFSPC/LGX within ten working days of the appointment.
 - 1.7.3.1.4.2. Compute/review the NAF mission specific WRM requirements to ensure units are able to support OPlan requirements.

1.7.3.1.4.3. Identify the OPlan wartime additive requirements for inclusion in the WCDO, WPARR and VAL.

1.7.3.5. NAFs will compute/review NAF mission-specific WRM requirements to ensure units will be able to support OPlan requirements. OPlan requirements will be identified in the WCDO, WPARR, and VAL. NAFs will report any discrepancies between OPlan requirements and these WRM authorization documents to HQ AFSPC/LGX.

1.11. Although AFI25-101 levies responsibilities and tasks to specific functional organizations, office symbol differences between these specified organizations and AFSPC functional organizations does not alleviate the AFSPC organizations' responsibility to perform the tasks.

1.11.1. AFSPC units that are tenants will ensure the host WRMO/NCO is aware of the AFSPC WRM requirements.

1.11.3. The installation WRMPM will appoint a WRMO and a WRMNCO within the Logistics Plans function and provide the full name, rank, security clearance, office symbol, duty telephone number, and Email address of each new WRMO and WRMNCO to HQ AFSPC/LGX. For ANG units: For wings organized under the combined plans (XPL) concept, the LG/CV, who is the WRMPM, will appoint the WRMO/WRMNCO.

1.11.4. The WRM Review Board will meet annually or more often as needed to maintain the adequacy of the base's WRM program, not later than 60 days after the receipt of a new WCDO.

1.11.5.2. Ensure newly appointed WRM managers receive WRM training within 45 days of appointment. The purpose of the WRM training is to familiarize WRM program management personnel with the WRM program to include the base-level program, related responsibilities and the applicable policies and procedures.

1.11.5.3. Assist with establishing and conducting the WRM Review Board meetings and will distribute an agenda prior to the meeting. After the review board meeting, the WRMO/NCO will publish WRM Review Board meeting minutes, signed by the WRMPM, and will forward copies to HQ AFSPC/LGX. The minutes will contain, as a minimum, attendance, budgetary issues, the results of each surveillance visit to include on-hand assets, required levels, discrepancies, the associated corrective action plans, and review board decisions. Repeat discrepancies will be annotated as such in the minutes. Ensure minutes are appropriately marked in accordance with the appropriate classification guidance. For ANG units: Provide a copy to ANG/LGX.

1.11.5.4. Validate all WRM documents for accuracy of data: WCDO, WPARR, VAL, Inventory Management Plan (IMP) and the Regional Funded Rations Requirement letter. Ensure WRM tasking requirements are fully addressed in plans.

1.11.5.9. Ensure wartime transportation/movement procedures for WRM assets are identified in the base support plan (BSP).

1.11.5.10. Verify the unit commander of each activity possessing WRM appoints WRM managers in writing. Managers must have at least a current SECRET security clearance. WRM managers are responsible for the day-to-day storage and maintenance, to include inspections as dictated by the applicable technical orders, of their respective WRM assets. Managers serve as the WRMO's primary point of contact for that activity and will accompany the WRMO during the WRM surveillance visits.

1.11.5.11. (Added) Immediately notify the applicable NAF and HQ AFSPC/LGX of any WRM Limiting Factors (LIMFACs).

1.11.5.12. (Added) Conduct WRM annual surveillance visits or more often as needed to each activity that stores WRM.

1.11.6.1. (Added) WRM Managers (WRMM) will:

1.11.6.1.1. Receive WRM training within 45 days of appointment.

1.11.6.1.2. Have access to policy directives, instructions, regulations and guides.

1.11.6.1.3. Accompany the WRMO/WRMNCO during surveillance visits to provide technical expertise.

1.11.6.1.4. Ensure corrective action for any discrepancies noted during the surveillance visit receive immediate attention.

1.11.6.1.5. Within ten working days of the surveillance visit, submit a corrective action plan for each discrepancy to the base WRMO.

1.11.6.1.6. Attend WRM Review Boards.

2.3.1.1. (Added) The WRMO/WRMNCO conducts WRM annual surveillance visits or more often as needed to each activity that stores WRM. The frequency of these visits (above the annual requirement) will be determined by the WRMO/WRMNCO and program needs. The visits will consist of formal and/or no-notice reviews. The results of the visits will be briefed at the review board meeting and included in the minutes. Items to be inspected include:

2.3.1.1.1. Review of the WRM manager appointment letters.

2.3.1.1.2. Ensure the managers have a security clearance that provides proper access to the required WRM documents.

2.3.1.1.3. Ensure managers have access to policy directives, instructions, regulations and guides.

2.3.1.1.4. Ensure required quantities of WRM are on hand/budgeted for or on order if shortages exist.

2.3.1.1.5. Ensure WRM is marked and stored properly. Criteria is identified in Chapter 5.

2.3.1.1.6. Ensure documentation pertaining to peacetime uses or other transactions are on file.

2.3.2. Within 10 working days of each surveillance visit, the WRMO/WRMNCO will provide a written report of the visit through appropriate commanders to the chief of the function visited.

2.4.2.1. (Added) All individuals discussing WRM information via non-secure telephone circuits are responsible for ensuring conversations are limited to non-sensitive information. Secure telephone systems should be used for discussion of any classified or sensitive information. Much of the required written coordination between agencies on WRM matters, though not specifically classified, is of possible intelligence value. Information of a sensitive nature (not otherwise classified) should be transmitted via unclassified EFTO message as a minimum security measure. For units not having this capability, use first class mail and applicable security procedures.

4.1.1.1. (Added) Vehicles listed on the WPARR should match the types and quantities in the VAL, however, they are listed in the WPAAR for additional visibility. The VAL is the authorization document for WRM vehicles and will list your required types and quantities.

4.1.1.2. (Added) After receipt of a new WPARR, the WRM Review Board will meet within 60 days to review the document and make initial joint-use recommendations (when required). The Equipment Liaison Office (ELO) monitor, the WRMO/WRMNCO and representatives from all functional user organizations must attend the meeting. Representatives from units, including associates, who possess equipment to which joint-use (JU) could be applied, are also invited. Recommend the meeting agenda include the following as a minimum:

4.1.1.2.1. Review of the new WPARR and VAL and highlight changes to superseded versions.

4.1.1.2.2. Review peacetime equipment authorizations that could be coded JU to satisfy WRM authorizations. Review all equipment already in JU status.

4.1.1.2.3. Review of other sources of equipment and facilities that could reduce WRM authorizations.

4.1.1.2.4. Identification of changes in WRM vehicle requirements. Include establishment of suspense dates for submitting forms to AFSPC/LGTV for approval/action.

4.1.1.2.5. Identification of changes required and the assignment of OPR and suspense dates to initiate such changes.

4.1.1.2.6. Establishment of suspense dates to allow actions to be completed before the next WRM Review Board. The WRMO/WRMNCO will include action items in the agenda of the next WRM Review Board.

4.1.1.3. (Added) The WRMO/WRMNCO will send a copy of the meeting minutes within 10 working days to all units involved. The Chief of Supply (COS) will provide an R-32 Item Record Selective Read-out or similar product indicating all WRM Equipment Authorization Inventory Data (EAID) details to the WRMO/WRMNCO.

4.1.1.4. (Added) The Supply ELO will coordinate with the CEME to ensure WRM equipment records are updated in SBSS based on the review board's decisions.

4.1.1.5. (Added) All additions, increases and decreases to the WPARR and all joint-use actions by the WRM Review Board are reviewed by the WRMPM before submission of AF Forms 601, Equipment Action Request, to HQ AFSPC. The WRMPM will approve out-of-cycle submissions of AF Forms 601, however, during the next review board meeting, these changes must be reviewed. Upon receipt of the approved authorization change request, the CEME will update EAID records accordingly. The WRMPM will also approve changes and JU actions pertaining to vehicles before review by the WRM Review Board.

4.3.1. Vehicles should not be rotated more than once each year. Vehicles selected to be rotated between the active fleet and the WRM fleet will be inspected and necessary repairs made to meet serviceability standards. Prior to rotation a vehicle may be assigned to WRM status with deferred parts on order when, in the judgment of the maintenance manager or superintendent, safety and serviceability are not compromised.

4.3.1.1. (Added) At a minimum, pure WRM vehicles should be inspected weekly by the storing organization IAW AFI 24-301 and exercised monthly. Inspections and exercises will be documented on a locally developed log.

4.3.2. (Added) General purpose vehicles not integrated with the base fleet will be maintained and exercised in an active live storage category IAW TO 36-1-5, Section VI. Exercise actions will be documented on a locally developed dispatch log.

4.3.3. (Added) WRM and JU vehicles will not be transferred from WRM status unless directed by HQ AFSPC/LGTV.

4.3.4. (Added) WRM or JU WRM vehicles tasked for shipment during peacetime to support deployments, exercises, or contingencies will not be substituted with other vehicles from the fleet without approval of the tasking authority (e.g., HQ AFSPC/Battle Staff or IG inspector during ORI).

4.4.2.1. (Added) The WRMO/WRMNCO, in conjunction with the Installation Deployment Officer (IDO), will act as the focal point during the computation and validation process. The IDO will ensure pallet requirements fulfill the actual deployment movement requirements as documented in the tasked OPlan. The Base Transportation Officer and each using/requesting unit deployment manager will ensure the number of pallets requested conform to established computational procedures and published OPlan tasking. The WRMO/WRMNCO in conjunction with the program managers will determine the maximum number of pallets authorized for each UTC in the LOGDET system. The number of pallets authorized for a UTC may not necessarily be the number required. Actual load planning or other methods should determine requirements. Units are authorized to include baggage pallets in their requirement determination.

4.4.2.2. (Added) WRM pallet and net authorizations will be adequate to satisfy the most stringent deployment tasking of the host unit and tenant organizations supported. They will include requirements for medical materiel/personnel tasked to deploy under medical unit type codes.

4.4.2.3. (Added) If nets are required, use one top net and two side nets per pallet. Plastic pallet covers will enable you to optimize storage and movement of your pallets. Always deploy as a complete set for re-supply considerations. Any request to change pallet and net authorizations must be submitted with justification. Justification must specifically identify what action happened to cause a change and the date. Miscalculation should also be explained. All justification should be signed by the LG or equivalent requesting the change.

4.4.2.4. (Added) WRM managers will be assigned from organizations having a deployment requirement for WRM pallets and nets. For organizations that share the use of pallet(s) assign a manager from only one of the using organizations. WRM pallet and net managers need not have a secret security clearance or attend all WRM Review Board meetings. No approval is needed for the authorized organization/unit to use WRM pallets and nets during deployments/exercises, either local or higher headquarters directed, if the pallets and nets remain on-base. WRMPM approval is required if the pallets and nets leave the base in support of peacetime deployments/exercises.

4.4.7.2. (Added) The AF LOGDET is to remain generic and will maximize the use of 463L pallet and nets for every palletized increment. Historically, the problems encountered with some of these bins include; incompatibility with some airlift frames (C-I30, KC-10's, & CRAF), problems with ownership for re-supply and additional weight and added expense. In addition, units risk the bins being rejected by load crews due to the lack of aisle way clearance and restricted accessibility to HAZMAT shipments.

4.4.8.1. (Added) The MAJCOM WRM Pallets and Nets Monitor (HQ AFSPC/LGXP):

4.4.8.1.1. Annually revalidates and revises MAJCOM WRM Pallet and Net requirements.

4.4.8.1.2. Forwards MAJCOM validated WRM pallet and net requirements to the AF Item Manager (IM) (WR-ALC) (including operational figures validated by HQ AFSPC/LGTR) NLT 15 Oct of each year. For ANG units: Report should be forwarded to ANG/LGT and ANG/LGX.

- 4.4.8.1.3. Using inputs from AFSPC bases, compile and submit quarterly reports to WR-ALC (including operational figures validated by HQ AFSPC/LGTR). These reports must arrive at WR-ALC NLT 20 Jan/Apr/Jul/Oct. For ANG units: Report should be forwarded to ANG/LGT.
- 4.4.8.1.4. Validates all out-of-cycle WRM pallet and net changes.
- 4.4.8.2. (Added) The MAJCOM Functional Manager for pallets and nets (HQ AFSPC/LGTR):
 - 4.4.8.2.1. Annually revalidates and revises operational pallet and net requirements.
 - 4.4.8.2.2. Redistributes assets if available within the command to reduce significant overages and fill shortages (including WRM overages/shortages validated by HQ AFSPC/LGXP).
- 4.4.8.3. (Added) Installation WRMO/WRMNCO:
 - 4.4.8.3.1. Controls and reports WRM pallets and nets IAW applicable regulations, supplements and technical orders.
 - 4.4.8.3.2. Maintains a control log to provide a clear audit trail for WRM pallet and net losses, gains and inspections.
 - 4.4.8.3.3. Conducts a surveillance visit of WRM pallets and nets at least annually.
 - 4.4.8.3.4. Revalidates WRM pallet and net requirements annually and submits results (including appropriate justification) to HQ AFSPC/LGXP (info HQ AFSPC/LGTR) NLT 30 Sep. Add tenant unit MAJCOM/LGX as an information addressee. The rules for computing WRM pallet and net requirements can be found in DOD 4500.9-R-1. The recommended format for the MTC-DR(M&Q) 8701 report is identified at attachment 2.
 - 4.4.8.3.5. Reviews and consolidates WRM pallet and net figures into the quarterly MTC-DR(M&Q) 8701 report to HQ AFSPC/LGXP (info HQ AFSPC/LGTR) NLT 11 Jan/Apr/Jul/Oct.
 - 4.4.8.3.6. Submits all out-of cycle changes to HQ AFSPC/LGXP for approval/disapproval.
- 4.4.8.4. (Added) Transportation. The Installation Pallet and Net Monitor (IPM)/War Reserve Materiel Manager (WRMM):
 - 4.4.8.4.1. Controls, maintains, and reports operational pallets and nets IAW applicable regulations, supplements and technical orders.
 - 4.4.8.4.2. Maintains a control log to provide a clear audit trail for operational pallet and net losses, gains and all inspections.
 - 4.4.8.4.3. Conducts a surveillance visit of operational pallets and nets at least annually.
 - 4.4.8.4.4. Revalidates operational pallet and net requirements annually. Forwards those results NLT 30 Sep to HQ AFSPC/LGTR (info HQ AFSPC/LGXP) for approval. The recommended format for the MTC-DR(M&Q) 8701 report is identified at Attachment 2.
 - 4.4.8.4.5. Forwards a quarterly report with the operational pallet and net figures to HQ AFSPC/LGTR (info HQ AFSPC/LGXP) NLT 11 Jan/Apr/Jul/Oct.
 - 4.4.8.4.6. Coordinates (for units not possessing WRM pallets and nets) with HQ AFSPC/LGTR for additional pallets and nets to support unprojected deployments, SAAMS, and exercises after the IPM/WRMM and the WRMO have exhausted all means to satisfy requirements locally.
 - 4.4.8.4.7. Coordinates with HQ AFSPC/LGTR to secure replacements if necessary.

- 4.4.8.4.8. Acts as the installation focal point for one-for-one exchange of unserviceable pallets and nets.
- 4.4.8.4.9. Acts as the installation focal point for forwarding unserviceable pallets and nets back to the repair contractor.
- 4.4.8.4.10. Monitors installation-level repair and condemnation of pallets and nets.
- 4.4.8.5. (Added) Unit responsible for pallets and nets:
 - 4.4.8.5.1. Controls, maintains, and reports unit WRM pallets and nets to WRMO IAW regulations, supplements, and referenced technical orders.
 - 4.4.8.5.2. Arranges the physical movement of their unserviceable assets to transportation for shipment back to the contractor.
- 4.7.1.1. (Added) The WRMO/WRMNCO must verify that sufficient rations are on-hand to support war-time authorizations. While subsistence support is a HQ AFSVA/SVOST responsibility, verifying WCDO adequacy and reporting assets is a unit and HQ AFSPC/SVX/LGX coordinated effort. WRM rations are managed IAW AFI 34-401 Food Services Management Program.
- 4.7.5. (Added) Subsistence is provided for the missile reconstitution force as well as missile crews. Rations stored at Launch Control Facilities will be the responsibility of the facility manager. The facility manager will provide the WRMO/WRMNCO with the results of the facility inspection. This report must contain the quantity of rations on-hand, condition, and shelf life expiration date.
- 4.7.6. (Added) WRM Rations requirements are reported as follows:
 - 4.7.6.1. Air crew - Identified through LOGFAC on WCDO
 - 4.7.6.2. Self sustaining units - Reported through base SVS
 - 4.7.6.3. Missile units - Reported through base SVS
- 4.8.1.1. (Added) Off-Base Movement of Joint-Use WRM Equipment. If JU equipment is moved off-base for use and cannot be recalled within 24 hours, the functional user will notify the WRMO/WRMNCO. Replacement is not required if off-base use is only temporary.
- 4.8.1.2. (Added) Out-of-Commission Joint-Use (JU) Equipment. If JU equipment is expected to be out-of-commission for more than 30 days, the functional user will notify the WRMO/WRMNCO.
- 4.8.3. (Added) Recall of JU WRM Vehicles:
 - 4.8.3.1. The WRMO/WRMNCO will direct a periodic (recommended semiannually) vehicle operations recall of JU WRM vehicles. This recall may be conducted in conjunction with the surveillance visit of the Vehicle Operations Section.
 - 4.8.3.2. Vehicles recalled during an exercise or ORI will be inspected for serviceability and safety. Vehicles should be released after inspection unless they do not meet inspection criteria. Those vehicles not passing the inspection must be turned into vehicle maintenance for corrective action.
 - 4.8.3.3. Vehicle Operations Section should note the time each organization is notified of recall. Any vehicle not delivered within two hours should be identified as an item for WRM review board discussion to determine whether recall coordination requires improvement or the vehicle is an unsatisfactory JU WRM candidate.

4.8.3.4. Recalled vehicles not meeting safe serviceable shipment criteria will be identified in the exercise/inspection report and corrective action briefed to the WRM review board. User related discrepancies will be answered by the using organization VCO.

4.8.4. (Added) WRM and JU WRM vehicles will remain under the local authority and control of the Vehicle Operations Officer. Local approval authority for on-base peacetime use of WRM vehicles is the WRMPM.

5.1.1. The objectives of storage and marking of WRM are to make WRM assets readily identifiable and to prevent inadvertent use. To give units flexibility we recommend that additional procedures be developed when required and when it is determined that other means in addition to or instead of placards is more effective preventing inadvertent use of WRM.

6.1.1. Use of WRM in peacetime will be extremely limited. WRM may be used to meet urgent peacetime needs and maintain overall readiness (verified MICAP). This use must be strictly controlled and assets must be replaced and reconstituted promptly to prevent mission degradation. Managers at all levels are responsible for protecting WRM and should make every effort to satisfy peacetime requirements through use of peacetime operating stocks. Peacetime criteria does not apply when use is directed by higher HQ for crisis action/real world taskings and assets used by the intended user.

6.1.1.1. (Added) If an in-place WRM item is required frequently to support the peacetime mission, authorizations for this item should be reviewed and consideration made to increase authorizations.

6.1.2. Units responsible for storing WRM consumables will not allow on-hand quantities of any WCDO item to be reduced below the authorized WRM level without approval from HQ AFSPC/LGXP. All peacetime requirements for use of WRM to support efforts such as deployments, exercises, ORI'S, tests, and training require approval by HQ AFSPC/LGXP or higher authority. When new items are added to a unit WCDO authorization, existing peacetime stocks are exempt from the minimum level restriction until the initial WRM requisition is satisfied. If a new WCDO item requisition is not filled within 120 days from date of authorization, the COS will submit a supply difficulty report.

6.3.3. Requests for normal off-base peacetime use of WRM vehicles, or on-base use for periods exceeding 10 workdays must be approved in advance by HQ AFSPC/LGXP/LGTV. Peacetime use providing relief for disaster, mercy and/or humanitarian purposes may be approved by the Installation CC.

6.3.3.1. (Added) Release authority is delegated to the installation WRMPMs for emergency requirements, use periods of less than 30 days and when the assets can be reconstituted within 30 days and verified MICAPS.

6.3.4. Local approval authority for peacetime use of WRM is intended to provide for mission essential requirements (that is supporting local on base exercises and mission activity surges, short duration unsatisfactory in-commission rates, etc.). Local approval authority is not meant to be used for recurring dispatch or day-to-day routine requirements and will not exceed 10 workdays (exception 6.3.3. above). The signed approval is maintained in a WRM inspection/peacetime use log. For vehicles a file copy is kept with the inspection/exercise log.

6.3.4.1. (Added) The installation WRMPM may approve use of WRM for emergency requirements, use periods of less than 30 days when the assets can be reconstituted within 30 days and verified MICAPS. This approval level does not include use for training.

6.3.6. (Added) Authorized WRM fuel levels specified in the Management Plan (IMP) will be maintained unless otherwise authorized by HQ AFSPC/LGSF

6.4.1. Notify the appropriate NAF/LGX and HQ AFSPC/LGXP if WRM is released for peacetime use by the WRMPM. Provide reason and the projected peacetime use dates.

7.1.3. WRM monitors will assist the WRMO in developing the next fiscal year's WRM budget and AFSPC Program Objective Memorandum (POM) submissions. The budget should include funding for the proper inspection, storage and maintenance of WRM assets as well as any TDY travel associated with surveillance visits and WRM conferences. Once the WRM budget has been developed, the WRMO will present the budget and justification to the WRM Review Board for approval. The WRMO will submit the approved budget to the base budget office for inclusion into the base Financial Plan. The WRMO should become an active participant of the base Financial Working Group (FWG) to ensure the WRM program receives the proper priority. Additionally, the XP should provide representation concerning WRM requirements to the base Financial Management Board (FMB). The WRMO will forward a copy of the final WRM budget submission to the appropriate NAF/LGX and HQ AFSPC/LGX.

7.1.3.1. (Added) With inputs from WRM monitors, the base WRMO will determine unfunded WRM requirements for the current execution budget year and present them to the base WRM Review Board for review and approval. The WRMO will submit the approved requirements to the base budget office and forward a copy of the unfunded requirements and justification to the appropriate NAF/LGX and HQ AFSPC/LGX. The XP FMB representative will present the unfunded requirements to the base FMB. Base FMBs will submit unfunded WRM requirements to HQ AFSPC/FM for possible funding during HQ AFSPC FMBs and Operating Budget Review Committees.

8.1.1. (Added) The following are some keys to managing your WCDO. The WCDO mirrors the WMP-4 and provides requirements in support of WMP-4 lines of activity. It is a deliberate planning document that identifies "Worst Case" OPlan and ConPlan requirements. The exceptions are munitions beddown requirements that are planned based on the most stringent OPlan\ConPlan tasking in the WCDO. If USAF does not apportion your unit in the WMP-3, you will not be tasked in the WMP-4/WAA. In addition the WCDO:

8.1.1.1. Summarizes the worst case scenario by item for the wartime beddown base.

8.1.1.2. Provides allocation quantities authorized to be requisitioned.

8.1.1.3. Identifies major categories of WRM consumables.

8.1.1.4. Extracts will include authorizations to support other MAJCOM requirements.

8.1.2. (Added) Based upon the results of the WCDO evaluation, the unit is responsible for ensuring that adequate resources are available to support wartime activities. Receipt of your WCDO gives your unit the authority to process supply detail record changes and initiate requisitioning action. The commander is ultimately responsible for making every effort to ensure approved levels of support are requisitioned, stored, and maintained ready for use. The new WCDO may reflect smaller or larger quantities and even contain different items. Requisition new items and increased quantities as funding permits. On-hand quantities greater than the new authorized quantities are excess. This evaluation and the information obtained from it form the basis for your WRM review board as outlined in para 2.7. this supplement.

8.1.2.1. After all details are loaded (from supply and munitions) the host WRMO or WRMNCO will receive CAS-B and R07 reports and review them for validity.

8.1.2.2. Make sure assets deployable to other locations are included in the installation deployment plan.

8.1.2.3. Units should then conduct a WRM review board to bring everyone up-to-date on the new WRM requirements for the wing.

8.1.2.4. Notify HQ AFSPC/LGXP of storage limitations that preclude stockage of WCDO assets at your location. This should be done only after the unit has conducted a complete assessment of their capability to store assets.

8.2.5.1. The base WRMO, within 30 days of receiving the WCDO, provide a copy to the Chief of Supply and Munitions (for FK and FV accounts) and ensure the new levels are correctly loaded within 30 days of receipt.

8.2.5.1.1. Within 60 days of receiving the WCDO, the base WRMO will forward a corrected R07 (or CAS equivalent report for FK/FV accounts) report signed by the Chief of Supply and wing commander and forward it to the appropriate NAF/LGX and HQ AFSPC/LGXP.

8.10.7.1. (Added) WCDO Summary: The accumulation pages reflect the worst case planning requirement. This portion of the document has been completely reworked to account for starter and swing stocks. This is the most stringent requirement by line item (by OPlan). This roll up reviews one activity at a time based on the 2 MRC concept.

Attachment 1

GLOSSARY OF TERMS UNIQUE TO AFSPC (ADDED)

Terms

Alternate Storage Location (ASL)—Storage location other than the Planned Operating Base.

Command War Reserve Materiel Officer (CWRMO)—The officer in HQ AFSPC responsible for the management of War Reserve Materiel within AFSPC. This individual is an officer assigned within the Logistics Plans and Readiness Branch.

Command War Reserve Materiel Non-Commissioned Officer (CWRMN—CO) - The NCO in HQ AFSPC is responsible for assisting the WRMO with management of War Reserve Materiel within AFSPC. This individual is an NCO assigned within the Logistics Plans and Readiness Branch.

Contingency—Any situation, short of general war, that could require US military response.

Equipment Authorized/In-Use Detail (EAID)—A record of all equipment that requires formal supply property accountability.

Equipment Use Codes—Used by supply to identify assets in the supply system on EAID:

- (A) - Mobility
- (B) - Base Support Equipment (Peacetime)
- (C) - Joint Use (Peacetime and War)
- (D) - Pure WRM Authorizations

Installation Commander—The individual with the overall responsibility to ensure the readiness of assigned WRM.

Installation Pallet and Net Monitor—Is assigned to base transportation and is the WRM Manager for pallets and nets. Controls, maintains, and reports pallets and nets IAW applicable regulations, supplements, and technical orders.

Inventory Management Plan (IMP)—A document reflecting the total aviation fuels Prepositioned War Reserve Requirements (PWRR) and the Primary Operating Stock (POS) computed by using activities requirements and levels. PWRR requirements are based on USAF approved war missions (WMP-4) as reflected in the War Consumables Distribution Objective (WCDO) document. NOTE: One barrel=42 US gallons.

Limited Base (LB)—An austere manned base with no operational tactical forces, but which may possess a small force for special operations (weather surveillance, special purpose aircraft, and so forth). With personnel and materiel augmentation, such a base is capable of sustaining operations for deployed forces. It has facilities for communications, air traffic control, navigational aids, maintenance, supply, munitions, weather, medical services, billeting, messing, transportation, and operational support.

Main operating Base (MOB)—A base with all essential buildings and facilities to support in place forces. Intermediate maintenance capability can be expanded to support specific weapon systems deployed to the base.

Major Regional Conflicts (MRCs)—The MRC concept is the yardstick that Pentagon planners use to

configure the size, structure and budgets of post-Cold War forces. It is the ability to fight and win two "nearly simultaneous" wars in different areas of world.

Mobility Readiness Spares Package (MRSP)—Support MRSP are assets designed to make the end item functional, i.e., cables for an Secondary Distribution Center (SDC). Spares MRSP are assets designed to repair the end item in field conditions. Support MRSP does not have a specified time duration. Spares MRSP is designed/authorized to support a bare base for the initial 60-day period.

Primary Operating Stock (POS)—The supplies on hand and required for normal day-to-day operations.

Planned Operating Base (POB)—A base/location that has planned wartime requirements.

Reconstitution—The actions taken on a Bare Base package after return from a deployment to return the package to its original condition.

Self Sustaining Unit—A stand alone unit requiring no or minimal support.

Substitute—As applied to WRM, a substitute is an item that is available for use in place of the prime item identified in an authorization document (WPARR, WCDO, TA). As applied to vehicles, any vehicle used to satisfy the tasked WRM requirement that is not the same model identified on the CA/CRL, but is physically filling the WPARR authorization. Vehicles approved as substitutes must be of similar function and capacity.

Vehicle Use Codes—Used by supply to identify assets in the supply system on EAID:

(J) - Vehicle Mobility

(K) - Vehicle Support Asset

(L) - Vehicle Joint Use

(M) - Vehicle WRM Asset

War Reserve Materiel Manager (WRMM)—Functional experts that store and maintain WRM.

War Reserve Materiel Non-Commissioned Officer (WRMNCO)—The Logistics Non-Commissioned Officer within the plans office at each base assigned the responsibility for monitoring and assisting the WRMPM in the management of the WRM program.

War Reserve Materiel Officer (WRMO)—The Logistics officer within the plans office (or equivalent) at each base assigned the responsibility for monitoring and assisting the WRMPM in the management of the WRM program.

Attachment 2

RCS: MTC-DR(M&Q) 8701 463L SYSTEM PALLET AND REPORT (ADDED)

FORMAT

463L SYSTEM PALLET AND NET CONTROL REPORT

RCS: MTC-DR (M&Q) 8701

1. OWNING COMMAND/AGENCY:

2. REPORTING QUARTER:

3. AUTHORIZATIONS: PALLETSTOP NETSSIDE NETS

OPERATIONAL

WRM

4. SERV ON HAND LAST REPORT:

OPERATIONAL

WRM

5. SERV ON HAND THIS REPORT:

OPERATIONAL

WRM

6. REPARABLE ON HAND:

INSTALLATION

OPERATIONAL

WRM

DEPOT

OPERATIONAL

WRM

7. QTY REC FROM CONTR:

OPERATIONAL

WRM

8. REC-OTHER CMDS:

OPERATIONAL

WRM

9. OTHER GAINS:

OPERATIONAL

WRM

10. QTY SHP-CONTRACTOR:

OPERATIONAL

WRM

11. QTY CONDEMNED:

OPERATIONAL

WRM

12. QTY SHP-OTHER CMDS:

OPERATIONAL

WRM

13. OTHER LOSSES:

OPERATIONAL

WRM

14. QTY REPAIRED ON INSTALLATION:

OPERATIONAL

WRM

15. REMARKS

RCS: MTC-DR (M&Q) 8701 REPORT PREPARATION INSTRUCTIONS

GENERAL INFORMATION:

- a. Accurate preparation of this report, reflecting actual physical count of operational and WRM assets as of 2400Z on the first Tuesday of each January, April, July, and October, is essential to the effective management of the 463L Pallet and Net Program.
- b. Reports should flow from the unit level through AF MAJCOM or DOD Component channels to be received by the Inventory Manager (IM), WR-ALC/LVDV, no later than the 20th of each reporting month (January/April/July/October).
- c. Each reviewing agency shall consolidate inputs and provide an analysis before sending to the next reviewing level.
- d. The IM shall prepare a summary analysis of all inputs and outline actions taken as a result of that analysis. The IM will send the analysis to HO USAF/LGTV/LGSR and HO AMC/DOZ.

DATA ELEMENTS DESCRIPTION:

1. OWNING COMMAND/AGENCY: AF MAJCOM or DOD Component
2. REPORTING QUARTER: Inventory as of 1st Tuesday of each January, April, July, and October. This report is for assets on hand, plus other transactions that occurred during the quarter.
3. AUTHORIZATIONS: Show the number of Operational and WRM pallets and nets that the IM has approved. If this number has changed from the previous quarter, cite IM authorization message or letter.

4. SERV ON HAND LAST REPORT: List those assets reported in paragraph 5 of the last reporting cycle's submission.
5. SERV ON HAND THIS REPORT: This figure should reflect the results of an actual physical inventory of all serviceable pallets and nets, loaded or empty, and pallets and nets on loan. Report operational and WRM assets separately. Do not include assets identified for repair in this count (see paragraph 6 below).
6. REPARABLE ON HAND:
INSTALLATION: Report unserviceable pallets and nets that can be repaired at installation level. Use AF TO 35D33-2-2-2 (reference (a)) for pallets and AF TO 35D33-2-3-1 (reference (b)) for top and side nets for determination of repair level required.
DEPOT: Include unserviceable pallets and nets that are waiting to be shipped to the repair contractor.
7. QTY REC FROM CONTR: Report new and repaired pallets and nets.
8. QTY REC-OTHER CMDS: Indicate the number of pallets and nets received from other AF MAJCOM or DoD Components. This quantity should be included in the "SERVICEABLE ON HAND" inventory.
9. OTHER GAINS: Report any quantity received that does not fit into a previous category. An entry for this column could be inventory gained due to lack of one for one exchange. Use "REMARKS" section to explain gains.
10. QTY SHP-CONTRACTOR: Record the number of pallets and nets shipped to depot repair contractor during the quarter.
11. QTY CONDEMNED: Indicate the number of pallets and nets condemned during the quarter.
12. QTY SHP-OTHER COMMANDS: Report the number of pallets and nets redistributed to other AF MAJCOM or DoD Components.
13. OTHER LOSSES: Record any losses that do not fit into any of the previous categories. An entry for this column could be inventory loss due to lack of one for one exchange. Use "REMARKS" section to explain losses.
14. QTY REPAIRED ON INSTALLATION: Show the number of assets repaired on installation or in any established regional repair center.
15. REMARKS: Use this section to explain other gains or losses (blocks 9 and 13). Explain any variance +/- 5 percent or greater in the computed inventory and actual on hand quantity.

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